

Minutes of the March 20, 2002
Printing/Mail Managers Exchange Forum Teleconference

Eighteen individuals participated in the Printing/Mail Managers Exchange Forum, which included Printing/Mail Managers and Contractors.

Comments/Additions to last Months Minutes:

Corrections were made to the March 20, 2002 minutes. The minutes will be posted on the DOE Home Page. Dallas Woodruff (Headquarters) asked the group to e-mail agenda items to him that they would like to discuss during the teleconference meetings.

National Nuclear Security Administration (NNSA) Letterhead

Dallas Woodruff (Headquarters) informed the group that the design and layout of the NNSA letterhead had been completed, and provided to Michael Kane of the National Nuclear Security Administration (NNSA) back in February 2002. Mr. Kane is still waiting for approval from his management before going to press for copies. Once approval of the letterhead has been provided, Dallas plans to E-mail a PDF file to the sites.

Karen Payne-Jones (Oakland Operations Office) asked if sites would be allowed to deplete the letterhead they currently have in stock. Dallas said he has not been informed when sites must begin using the new letterhead, nor was he told how each site should design its own letterhead. The letterhead designed for use at Headquarters includes Washington, DC 20585, therefore he expects sites to use their own local zip code. Edna White (Oakland Operations Office) said once approval has been granted, NNSA would provide guidance for sites to follow when designing its own letterhead.

Hart Guenther (Nonproliferation & National Security Institute) asked if one printing contractor would be responsible for printing all NNSA letterhead for the Department. Dallas said no one vendor would be responsible for printing the NNSA letterhead for the entire Department. Headquarters would procure its requirement thru main GPO, and he expects sites to utilize their GPO contractors. Hart Guenther asked if headquarters would provide sites with printing specifications of the letterhead, once approval has been granted. Dallas said he would provide specifications with the electronic file copy.

Upcoming GSA Best Practice Mail Award

Al Majors (Headquarters) said headquarters sent an e-mail to mail managers in regards to the General Services Administration's (GSA) Web Page www.gsa.gov/mailpolicy for obtaining the *Normination Instruction and Evaluation Criteria* for the GSA Best Practice Mail Awards. Contractor employees are not allowed to receive monetary mail awards due to federal mail regulations. Al asked if anyone had any questions. No questions were asked.

U.S. Postal Service- National Mail Center Security Communications Network

Al Majors (Headquarters) said he received information from Henry Maury of GSA indicating the U.S. Postal Service has formed a mail security task force, that would be responsible for alerting mail managers at government mail facilities, private mail centers and etc, etc, of future mail security threats. The task force is called the Mail Center Security Working Group. The Group would inform individuals via e-mail and telephone calls. As an example, DOE headquarters would receive the alert message from the task force, and would then inform sites of the particular mail security situation. Additional information on the task force can be obtained by visiting the U.S. Postal Services' Web Page address www.usps.com. No questions were asked.

Update on the Mail Management Profile Report

Al Majors (headquarters) informed the group that a number of sites had not submitted their Mail Managers Profile Report to Headquarters. Karen Payne-Jones asked Al for the date the report is due to Headquarters. Al said March 21, was the original due date sites had to submit reports to headquarters, and the consolidated report was due to GSA by March 25th. Tony Nellums (Headquarters) said he recently attended a meeting that included representatives from the General Services Administration (GSA). A portion of the agenda pertained to funds spent on government mail, and how mail centers throughout the government must report the amount of dollars being spent on mailing. The new *Postal Regulations* being issued by GSA would make it mandatory that all new government contracts that provide mailing submit a financial mail report that provides data on the amount of funds spent on mail processing. The new mail policy is scheduled to take effect on October 1, 2002. If you would like additional information about the new mail policy, you may visit the GSA Web site at www.gsa.gov.

Mail Center Outreach for Mail Operations Security Technology

Al Majors (Headquarters) informed the group that headquarters completed some outreach projects, benchmarking, and attended demonstrations on the latest technology in mail security. Al had an opportunity to see a prototype of the new *Negative Pressure Mail Sorting Room*. The *Negative Pressure Mail Sorting Room* would allow employees to process various types of mail including contaminated mail. The room has an air filtration system to remove contaminated bacteria and other harmful items from the air. GSA has also viewed the prototype, and has given it high marks. The room can be constructed to allow ample workspace based on the number of employees. Headquarters, along with other federal agencies, will tour the facility again in the near future. The American Safe Air Company is the builder of the *Negative Pressure Mail Sorting Room*. The representative at American Safe Air is David A. Staout, and he can be reached on (888) 492-6193 or at www.americansafeair.com/.

Other topic(s) discussed include the following:

Past OMAS Bills

Karen Payne-Jones (Oakland Operations Office) asked a question on behalf of Lisa Buffkins who wants to know if any updates have occurred in regards to the past due OMAS bills report

that headquarters was to have sent to field sites back in March. Tony Nellums (headquarters) said the letter that will be sent to sites should be finalized within a week, and mailed shortly thereafter.

Sites in Attendance

Non Proliferation and National Security
Oak Ridge Operations Office (3)
Nevada Operations Office
Savannah River Office (2)
Schenectady Naval Reactors (2)
West Valley Demonstration Project

National Energy Technology Laboratory
Office of Administration (3)
Oakland Operations Office
Southwestern Power Administration
Wastren- GJ Grand Junction
Western Area Power Administration